

(date)

MEMORANDUM FOR PROSPECTIVE EVALUATORS

(address)

FROM: 99 CONS/LGCA

5865 Swaab Blvd., Bldg. 588

Nellis AFB, NV 89191-7063

SUBJECT: Solicitation F26600-01-R-A007, Maintain Airfield Pavements, IDIQ
Past Performance Questionnaire.

1. The 99th Contracting Squadron is conducting a proposal evaluation for subject solicitation at Nellis AFB NV. Under the solicitation, the Air Force will perform a Price/Past and Present Performance Trade-Off (PPT) evaluation. The contractor listed in Section A of the attached questionnaire has identified your office as a source to evaluate their past performance and it also authorizes release of this information to our office.
2. The individual most knowledgeable of the contractor's day-to-day operations and overall condition of performance rendered should complete the survey. However, that individual is encouraged to supplement their own knowledge with the judgment of others in their organization.
3. Please complete the questionnaire as thoroughly as possible by indicating your ratings and providing comments wherever applicable. For any rating of U or M, request you provide an explanatory narrative and attach to your response. The narratives need not be lengthy, but should be detailed and descriptive. Use separate evaluation forms for each contract/order being evaluated.
4. Your time and effort in providing this information is greatly appreciated. The requested information is critical to our evaluation. Please complete and return the completed package as quickly as possible but not later than 19 June 2001. FAX it to **(702) 652-2532**, or mail it to the following address:

99th Contracting Sq/LGCA

Attn: 1Lt Amy A. Oliver

5865 Swaab Blvd, Bldg 588

Nellis AFB NV 89191-7063

5. If you have any questions, please call 1Lt Amy A. Oliver at (702) 652-4161 or John Stevens (702) 652-9121. Thank you for your cooperation and quick response to this request.

// signed //

JOHN C. STEVENS

Contracting Officer

Source Selection Sensitive

SECTION A: Contractor Information *(to be completed by the contractor requesting evaluation prior to mailing)*

A. Contractor's name and address: _____

B. Point of Contact: _____

C. Phone Number *(with area code)*: _____

D. Contract number: _____

E. Project Title or Description of Work performed under this project: _____

F. Contract Type: ☐ Firm-Fixed-Price ☐ Indefinite-Delivery/Indefinite Quantity Task Order ☐ Cost-Reimbursement

G. Project Award Date: _____ Scheduled Completion Date: _____
Current/Final Completion Date: _____

H. Project Award Amount: _____ Current/Final Project Amount: _____

I. Contractor being evaluated performed as the ☐ Prime Contractor ☐ Subcontractor ☐ Supplier on this contract/order.

J. Authorization is hereby granted to provide the information requested in SECTION B of this Questionnaire.

(Signature)

(Name and Title of Authorizing Official)

(Date)

SECTION B: RESPONDENT INFORMATION *(to be completed by respondent.)*

EVALUATED BY:

(Signature)

(Date)

(Typed or Printed Name)

Address: _____

(Title)

<div></div> <div>_____</div> <div>Phone Number: (_____)_____</div>
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NOTE: The identify of individual(s) providing reference information shall not be disclosed.

← Less Favorable			More Favorable →		
U	M	N	S	V	E
Never	Rarely	Neutral	Usually	Usually	Always
<i>(Unsatisfactory) (Strongly Disagree) (Unacceptable)</i>	<i>(Marginal) (Disagree)</i>	<i>(Neutral) No past performance available</i>	<i>(Satisfactory) (Agree)</i>	<i>(Very Good) Normally performs Satisfactorily</i>	<i>(Exceptional) (Strongly Agree) (Exceptional) (High Confidence)</i>

EVALUATION AREAS

1. CUSTOMER SATISFACTION:								
Customer would have no reservations in awarding another contract to the Contractor.			U	M	N	S	V	E
2. QUALITY:								
aa.	Contractor provided effective quality control and inspection procedures which resulted in a quality finished project.		U	M	N	S	V	E
bb.	Contractor developed and submitted realistic progress schedule(s).		U	M	N	S	V	E
cc.	Contractor provided well researched and clearly identified submittals that matched contract requirements.		U	M	N	S	V	E
dd.	Contractor completed all work with good workmanship and in conformance with the specifications, resulting in minor, if any, punchlist items		U	M	N	S	V	E
3. TIMELINESS:								
aa.	Contractor met established project schedules to complete the project on time, as scheduled..		U	M	N	S	V	E
bb.	Contractor performed all work without the issuance of a CURE NOTICE or a SHOW CAUSE LETTER <i>(If a notice was issued, please describe the circumstances on a separate sheet of paper and identify if Liquidated Damages were assessed)</i>		U	M	N	S	V	E
cc.	Contractor provided timely cost/design proposals.		U	M	N	S	V	E
dd.	Contractor submitted the progress schedule and interim progress reports as required.		U	M	N	S	V	E
ee.	Contractor provided on-time submittals as required.		U	M	N	S	V	E
ff.	Contractor provided payrolls for both their firm and their subcontractors' employees as required and scheduled..		U	M	N	S	V	E
gg.	Contractor provided timely resolution of all punchlist items.		U	M	N	S	V	E
4 RESPONSIVENESS:								
aa.	Contractor acted promptly to resolve problems, ensuring compliance with contract requirements and safety regulations.		U	M	N	S	V	E
bb.	Contractor was reasonable and cooperated to resolve problems, attended meetings as needed, and maintained communication with the government to keep the project on schedule or minimize the delay.		U	M	N	S	V	E

6. COST:

[illegible]

